WCPOC MDCPDS/CSU USER ACCOUNT REQUEST

TYPE OF REQUEST:	☐ Add	☐ Modify	☐ Name Change	☐ Delete/End Date
			☐ Other (explain)	Reason:

Section 1. — This section to be completed by Requester

Full Name (Last, First, MI) *No Nicknames, Please. Include Military Title if applicable.*	Check the applicable status: ☐ Civilian Employee ☐ Gov't Contractor ☐ Military ☐ Other

SSN:	DOB: *(DD-MMM-YYYY)*	Gender: ☐ M ☐ F	Position Title:

Organization:	CPO-ID:	Command Code:

Location/Building Number:	UIC:	Org Structure Code:

Mailing Address:	Phone (Including Area Code:	DSN:
	Fax:	

Email Address:

I assume the responsibility for the data and system to which I am granted access. I will not exceed my authorized access. I understand my obligation to protect my personal password to the Modern DCPDS.

(Requestor's Signature)   *(Date)*

Section 2. — This section to be completed by Requestor's Security Manager: *(*****Must be completed before ANY type of access will be permitted.*****)*

Type of Investigation: ☐ NACI ☐ ENTNAC ☐ Other	Date of Investigation:	Verified by: *(Print First, Middle, Last)*	Verified by: *(Signature)*

Section 3. — To be completed by Supervisor/Appointing Officer

MODERN DCPDS ACCESS: *(Please check all the following options that apply to this user)*

☐ Personnelist at CPOC   ☐ IT Support   ☐ Initates RPA   ☐ Is a Classifier/Has Classification Authority
☐ Personnelist at CPAC   ☐ RM Manpower   ☐ Signs RPA as Requesting Official   ☐ Writes Position/Job Descriptions (requires COREDOC access)
☐ Manager Supervisor   ☐ RM Budget   ☐ Signs RPA as Authorizing Official   ☐ CSU (Employee Information)
☐ Administrative Support   ☐ Reviews RPAs only

☐ CIVDOD OTA: ☐ Training Coordinator   ☐ Manager/Supervisor   ☐ Organization Training Monitor
     ☐ Fiscal Coordinator   ☐ Personnelist   ☐ Training Administrator

I certify this user requires access as requested in the performance of his/her job function.

(Supervisor/Appointing Officer Signature)   *(Date)*

Section 4. — For CPAC use only

Network Printer Information:, if requiring Registered Printer			
Printer Name: IP Address:	RPA Number: **9**		

Access Type:	☐ CPAC Personnelist (CPG)	☐ Manager/Supervisor (MGR)	☐ Administrative (MGA)
	☐ Resource Manager Manpowr (RMM)	☐ Resource Manager Budget (RMB)	☐ CPOC PAC (COP)
	☐ CPOC Staffing (COS)	☐ CPOC Classification (COC)	☐ Other (RSC)

User requires access to the following personnel records:

☐ **No Restrictions - User should view all records in the database** (available at CPOC only)

☐ **All Records serviced by the CPAC (Example: KC% for SPD)**

☐ **Limited Access - User should view records with the following limitations** (access should be limited to the following Org Compoenent Code (to include the CPO-ID, Command Code, UIC, and Org Structure ID) (Example: EJSBW1J407A02 or EJSBW1J407%) (NOTE: Follow with a % sign to denote access to subordinate organizations).

MDCPDS Inbox Requirements: ☐ Personal Inbox Only   ☐ User Member of the following Groupboxes

I certify this user requires access as requested in the performance of his/her job function.

(Activity Representative/Appointing Officer Signature)   *(Date)*

Section 5. — For CPOC use only

USER ID:	Secure User ID: *(If applicable)*

Responsibilities:
External User:

Additional Information:

WCPOC User Account Form, May 01